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UNITED STATES DEPARTMENT OF AGRICULTURE
COMMODITY CREDIT CORPORATION
OFFICE OF SUPPLY
WASHINGTON 25, D. C.

Index:
Administration
Correspondence

August 10, 1945

SHIPPING AND STORAGE BRANCH MEMORANDUM NO. 14.3

Preparation of Correspondence for Signature of the Secretary,
U.S. Department of Agriculture, and the Vice President, Commodity Credit
Corporation

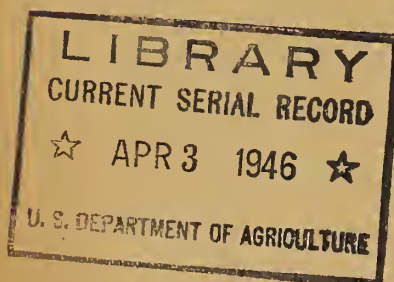
This memorandum becomes effective immediately and supersedes Shipping and Storage Branch Administrative Notice No. 32, dated July 3, 1945, on the above entitled subject.

All correspondence and documents for the signature of Mr. R.W. Maycock shall be prepared for his signature as Vice President of the Commodity Credit Corporation. Such correspondence and documents will bear only the title and not the name of the Vice President.

All correspondence prepared for the signature of the Secretary of the U.S. Department of Agriculture shall bear only the title and not the name of the Secretary.

The titles of either the Secretary or the Vice President shall be indented seven typewriter spaces below the closing of the letter.
For example:

Sincerely yours,



Secretary (or Vice President)

Chief, Shipping and Storage Branch

Distribution code "A"

